

INSTRUCTIONS FOR FORM 2 – 2006-2007 BASE CONTRACT BUDGET

This form must be completed and returned as part of the RFP. Some lines may not apply to your agency and can be marked "N/A".

Budget Table

Administration – Enter projected costs which are necessary for administrative oversight of W-2 and related programs and are not directly related to delivery of services for W-2 base contract. This includes costs associated with Agency Management Support and Overhead (AMSO) that are allocated to the W-2 base contract. Eligibility is an Administrative cost. Break these costs out between those at the W-2 Contract Agency and those incurred at subcontractors.

Services - Personnel – Identify all projected costs, excluding subcontractor costs, associated with W-2 agency employees' salary and fringe benefits (except as identified under Administrative) related to delivery of services for the W-2 base contract.

Services - Operational Expenses – Identify projected costs that are necessary for the operation and delivery of services for the W-2 base contract. This would consist of all service costs except for personnel and costs incurred by subcontractors.

Services - Subcontracts – Identify projected costs allocated for delivery of W-2 base contract services by all third party subcontractors.

Benefits – Identify the agency's projected cash payment benefit costs associated with W-2T, CSJ and Custodial Parent of an Infant cases for the W-2 base contract.

Total – Add the total projected costs for administration, services and benefits for the period 1/1/06 through 12/31/07 (2 years). The total should agree with the amount you are applying for and must not exceed the total allocation shown in Appendix A of the RFP.

Line item descriptions for the above budget categories:

- **Work experience** – Costs associated with the assignment of a W-2 participant to work experience including related case management.
- **Other work activities** – All work activities not included in the above category. These include job search, job readiness/motivation, etc.
- **Assessments** – Costs associated with alcohol and drug abuse/mental health, functional or other assessments of W-2 participants.
- **SSI/SSDI Advocacy** – Costs associated with providing assistance to individuals in obtaining SSI/SSDI benefits.
- **Post Employment Services** – Costs associated with W-2 eligible participant case management for things such as job retention, Job Access Loans and child care.
- **Training Participants** – Costs associated with non-remedial education. Training costs include job testing, employee screenings, mentoring, career exploration and job coaching.
- **W-2 education** – Costs associated with remedial education such as ABE, ESL, GED and high school diploma.
- **Participant transportation** – Costs associated with transportation of W-2 eligible participants.
- **Other supportive services** – Costs associated with supportive services other than transportation such as work clothes, fees, tuition, books etc.
- **Trial jobs** – The amount of the employer wage subsidy not to exceed \$300 per month per participant.
- **W-2 FSET** – All costs associated with W-2 FSET services.
- **All other services** – any service costs not included in the other lines above.

Additional W-2 Budget Breakouts

Identify projected costs for the listed cost types for the two-year period of 1/1/06 through 12/31/07. These are costs included in the first table, not additional costs.

Advertising: Identify the projected W-2 costs of providing notifications related to the administration of the program such as requests for proposals, recruitment of personnel or legal notices.

Promotional Activities: Identify the projected W-2 costs for activities related to promoting participant awareness of your agency's specific programs, location, notification of Job Fairs and other efforts related to participant access to the services of your program.

Telecommunications – ongoing operations: Identify the projected W-2 costs for routine monthly telecommunication services such as cell phones, land lines, long distance calls, internet access, postage etc.

Telecommunications - one-time telecommunication – Identify the projected W-2 costs for one-time telecommunication costs such as purchase of telephones or a voicemail system.

Legal Services - Identify the projected W-2 costs for legal services.

Space Rent – Identify the total projected space costs to be charged to the W-2 program.

Additional W-2 Financial Information

Provide the requested information.

Square footage rented – Identify the total square footage expected to be charged to the W-2 base contract at the start of the contract. This may be direct or allocated. If the W-2 contract agency owns the space to be used, still enter the space to be charged and footnote that it is owned.

Average cost per square foot – Identify the expected average cost per square foot for the space charged to the W-2 base contract as of the start of the contract. Do so whether the space is rented or owned.

Audit adjusting entries – Identify the number (not dollar amount) of audit adjusting entries made at the request of your auditors during the last completed audit. Include all entries, even if not W-2 related.

Fiscal year end date – Identify the last day of your agency's fiscal year (e.g. June 30). This will help us identify when your audits will be due.

Net assets and change in net assets – Identify these amounts as contained on your audited financial statements for the most recent fiscal year audited. If either amount is negative, please attach a narrative description of how this occurred and how you plan to improve your future financial health. **These two lines apply to private W-2 contact agencies only. Counties do not need to respond.**

Bid cost and amount billed – Identify the amount your audit firm bid for your last completed audit and the total amount they actually billed.

Percentage of subcontractor dollars – Identify the percentage of current (2005 calendar year) W-2 subcontract awards that are with minority owned businesses. For example, if there are 10 subcontracts for various amounts that total \$100,000 and only one contract for \$15,000 is with a minority owned business, report 15% (\$15,000/\$100,000). If you are not currently a W-2 contract agency, mark this as "N/A".